



Fair Board: Internal Affairs Committee, Meeting Minutes

Monday - May 07, 2018 5:00 PM

**Park County Fairgrounds and Parks Department
46 View Vista Drive, Suite B, Livingston, MT 59047**

CALL TO ORDER. 5:05 PM

WELCOME AND INTRODUCTIONS. Those present: Heather Malcolm, Jeff Wagner, Kim Knutson and Nicole Divine.

PUBLIC COMMENT n/a

NEW BUSINESS

1. Fall Festival - Sept/Oct 2018. Nicole introduced the idea that she and Kim had been discussing regarding a fall festival. Kim suggested arts and crafts and music, possibly including possibly Quenby with the West of Wayland Band. Jeff suggested all-local talent event or Battle of the Bands. It was also suggested that we think about a harvest fall fair with garden entries, but that would have to be early fall. Kim also suggested a pumpkin patch, maze. Nicole and Kim will continue to pursue and report back to the committee. No recommendations to the Fair Board yet.
2. New Year's Gala – December 31, 2018. Nicole mentioned the possibility of a New Year's eve event with big screen TVs, dinner, dance, and auction. We would need to determine who is the target market and budget. Heather suggested it might be a bit much to do two new events (Fall Fest and NYE) and maybe we should reconsider doing both this year. Nicole and Kim will further consider and report back to the committee.
3. Merging of Fair and Parks & Recreation Boards. Nicole brought up the idea of merging the Fair Board and Parks and Recreation Board due to the merging of the departments into the new Fairgrounds and Parks Department. She suggested that ideally one board would have a minimum of 9 (3 members per committee) and a maximum of 12 (4 members per committee). The Fair Board currently has 5 members and 2 vacancies for a total of 7 members. The Parks & Recreation Board has a total of 5 members. Heather cautioned going over 12 due to the potential difficulty managing a large board. Jeff asked about the overlap between the 2 boards and Nicole stated that they both are in the business of managing events, especially in terms of Arch Park in Gardiner. Nicole also stated that she would like to see Kim more involved with event management, including the parks. Jeff suggested that we could offer events at both the fairgrounds and parks and manage more efficiently. Also, Heather suggested that one board with one set of bylaws would be good, and that the Fair Board bylaws need to be updated.
4. Draft Policies & Procedures. Nicole handed out the [PCFP Policies and Procedures - 2018-05-02 Draft v2.pdf](#). she asked everyone to review it and make suggestions. Heather questioned whether or not existing ATV/UTV and fair-related (entertainment) policies were included in the draft. Nicole stated they were not. Jeff questioned the exclusive use and cancellation policy by PC, and the tobacco-free policy. Nicole stated that exclusive use and a cancellation clause was included. The tobacco free policy is as it currently stands with the county and will be revised when/if it is revised to accommodate the rodeo/fairgrounds. Nicole



stated that she would like to have the Policies and Procedures Manual reviewed, finalized and in place by July 1, 2018. She also stated that it needed to be reviewed by Shannan Piccolo.

5. Map and Fee Schedule. Nicole passed out a copy of the new fairgrounds map and draft fee schedule. The map can also be used to calculate square footage and rental fees as it was made in Google Earth Pro. The fee schedule is a draft that includes existing rates, and new rates for Entire Fairgrounds, Horse, Pig and Sheep barns that were put in as placeholders for determining an Entire Fairgrounds rate. Nicole stated that the Policies and Procedures, Map and Fee Schedule was creating some groundwork necessary before looking into hosting new events and competing with local for profit venues. For example, Heather suggested if we had the proper equipment to maintain the arena we could offer rodeo school, horse clinic/shows, team roping/barrel racing events, high school rodeo, professional rodeo schools. Kim reinforced the need to procure equipment – namely a tractor and water truck, required for maintaining area. Nicole suggested that the cost of that equipment could possibly be included in the budget she is putting together for the commissioners for F&P set-up that is coming through a loan from the BN Fund.

OLD BUSINESS

1. Fair Entertainment.
 - a. Music. Louis Armentaro will play steel guitar one day during fair in exhibit hall (2x on Wednesday). High Country Cowboys on Thursday, Friday, Saturday playing 2 sets from 1:30 – 2:30 and 3:30 – 4:30, also willing to play after Ranch Rodeo. Nicole and Kim met with Quenby Iandario to fill in gaps during fair. Kim will continue working with Quenby to schedule her during fair, depending on budget.
 - b. Motorcycle Show. Kim will coordinate so that it doesn't interfere with livestock shows. 4 motorcycle shows per day or whatever we want him to do.
 - c. Audio/Visual – Marty. Kim reported that Marty had come through with his promise on the sound system. She also suggested that we develop a policy regarding the sound system requiring the Lessee either to hire a sound person or to cover our cost if speakers are blown. Marty also has party tents for rent.
2. Master Plan Committee. Jeff discussed the Fairgrounds Master Plan Committee meeting two weeks ago. Clint asked the stakeholders to put together a list of the five most important things we want out of the fairgrounds master plan process.

RECOMMENDATION TO FAIR BOARD. None

NEXT MEETING

1. Next meeting is on Tuesday, May 29 at 5 PM – Nicole will send out reminder.
2. Agenda Items: Policies & Procedures, Rate Sheet, Strategic Plan and Budget

ADJOURN. 7:00 PM

Respectfully submitted,

Nicole

Nicole L. Divine, Director
Fairgrounds and Parks